

APPENDIX E  
CHECKLIST FOR DATA ITEM DESCRIPTIONS

1. Has a review of the AMSDL been performed to make sure an existing DID can't satisfy your data requirement?  
☐ Yes. ☐ No.
2. Has a review of the AMSDL identified any DIDs that could be revised to add your requirement?  
☐ Yes. **Provide proposed revision to Data Management Focal Point.**  
☐ No. **Explain the reason.** .....  
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3. What is the impact on the mission if this data is not acquired? Be specific.  
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4. Is the DID unnecessary, redundant , or cost prohibitive?  
☐ Yes. **Recommend cancellation to Data Management Focal Point.**  
☐ No. **Explain the reason.** .....  
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5. Is the contractor format acceptable (data content specified, but format is determined by contractor)?  
☐ Yes.  
☐ No. **Justify the need for a certain format (or form).** .....  
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6. Has a block-by-block review been made of the DD Form 1664 using the instructions for preparation of DIDs specified in DOD-STD-963? Block 10 is particularly important since it instructs the contractor. **Remember not to task the contractor—data content should only be described.**  
☐ Yes ☐ No.
7. Identify Activities/Services that participated in the review of this requirement. If any participant does not concur, provide the reason for non-concurrence.  
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8. Does this DID cover only a single data product?

☐ Yes ☐ No.

9. Does this DID comply with the following acquisition reform guidelines?

a. No source documents other than Statement of Work (SOW) tasking in the contract unless the source document has a class waiver or is a non-government standard.

b. No reference documents except for guidance

c. No imposition of methods on contractors regarding management, design, manufacture, quality assurance, test/inspection, or "how to" do a task. The only exception is when a method is driven by law.

d. No excessive oversight into contractor methods or activities. (The government defines performance requirements. The government does not care "how" the contractor meets the requirement—only that the requirements are met.

☐ Yes.

☐ No. **Provide recommended revision** .....

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10. Identify DID type (Check one):

☐ Type I (A DID where tasking is contained in a non-government standard or specification or in a military standard or specification.

☐ Type II (A DID where tasking is imposed by a SOW). What category is the DID?:

☐ Category A. The information was already being collected, but had not been submitted for clearance.

☐ Category B. The information had been collected previously, but the previous DID is being revised or has been cancelled.

☐ Category C. The information had not been collected previously. It is a new requirement.

☐ Type III (A DID approved for one-time use on a single acquisition). **If the DID will be used more than once, a Type II DID must be prepared and submitted concurrently.**

11. Has a copy of the standard or specification (Type I) or SOW tasking paragraph (Type II) been included with the DID?

☐ Yes.

☐ No.

12. Does the Type III DID include the limitation statement in block 7 and the solicitation number in block 8?

☐ Yes.

☐ No.

☐ N/A

13. If the DID cites use of a form:

a. Is a copy of the form included with the DID?

☐ Yes.

☐ No.

☐ N/A

13. If the DID cites use of a form (cont'd):

b. Has the form been cleared by the appropriate DoD or Service Forms Control Office to assure they are assigned the appropriate Office of Management and Budget (OMB) control number and contain the following Agency Disclosure Notice (ADN)?

☐ Yes.

☐ No.

Public reporting burden for this collection of information is estimated to average (insert numbers) \_\_\_\_\_ hours (or minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to Department of Defense, Washington, Headquarters Services Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the office of Management and Budget, Paperwork Reduction Project (07040188) Washington DC 20503. Please DO NOT RETURN your (form/questionnaire) to either of these addresses. Send your completed form/questionnaire to: (insert OPR of the form).

c. Is a form approval clearance being submitted with the DID?

☐ Yes

☐ No.

14. Does this DID supersede the DIDs of another Agency/Service?

☐ Yes. **Submit documentation providing proof of coordination and reflecting disposition of the superseded DID(s).**

☐ No.

15. Does this DID interrelate with any existing or new DID(s)?

☐ Yes. **List the numbers of existing DIDs or the titles of new DIDs.**

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☐ No.

16. Does the DID describe a technical report?

☐ Yes. **Place an "X" in block 6a to reflect "DTIC required." Include the following address in block 7.**

Administrator  
Defense Technical Information Center  
Attn: DTIC-FDAC  
Bldg. 5, Cameron Station  
Alexandria, VA 22304-6145

☐ No.

17. Is the data applicable to the Government Industry Data Exchange Program (GIDEP)?

- ☐ Yes. Place an "X" in block 6b to reflect "GIDEP applicable." Place the following address in block 7.

Program Director  
GIDEP Operations Center  
Corona, CA 97720-5000

- ☐ No.

18. What is your recommendation for use of DID?

- ☐ Cancel. ☐ Revise. ☐ Retain.

## **SIGNATURES**

### **DID Originator**

Name ..... Telephone No. ....

Organization .....

### **Data Management Officer or DM Focal Point**

Name ..... Telephone No. ....

Organization .....